

Reference Number: 200-01-DD

Title of Document: Individuals' Funds Maintained at Residential Level

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Applicability: Regional Centers

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It is often necessary to maintain minimal levels of personal funds at the dormitory level. The control and handling of these funds is an important and sensitive duty which must be carefully performed.

The following requirements are established for the control of funds held in living units at regional centers or in community based ICF/MR's which are operated under a management contract with DMR. When the personal funds reach the established upper limit, the excess will be transferred to the individual's account maintained in the regional center finance office.

1. Level of Cash Maintained

- a. A reasonable and prudent cash level limit will be established by the program team for each individual.

2. Security of Funds

- a. A lockable cash box will be maintained in a secured location.
- b. Access to the cash box will be limited to minimum necessary employees.

3. Ledgers Located in Residential Units

- a. When personal money is held for safekeeping in the facility, it is necessary to keep up-to-date ledgers. Ledger sheets will be maintained in a location separate from the cash box. A sample of an adequate ledger sheet is shown as Exhibit #1. Ledger sheets will reflect the following:
  - (1) Name of the individual
  - (2) Date of transaction
  - (3) Amount of cash deposit or withdrawal
  - (4) Initials or signature of the unit director handling the transaction
  - (5) Initials or signature of the individual or supervisor capable of providing authentication

- b. Individual ledgers will be balanced to the funds held for each individual on a regular basis, at least monthly. This balancing shall be done by the unit director or his designee. Balancing should be denoted on the ledger simply by writing "Balanced on (date)," and then signed by the employee actually counting the monies.
- c. Ledgers and funds will be reviewed semiannually by the center accountant or other designated person and will be subject to audit by the Department's internal auditor.

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James E. Kirk  
Deputy Commissioner for  
Fiscal Affairs  
(Originator)

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Philip S. Massey, Ph.D.  
Commissioner  
(Approved)

Attachment: (Exhibit #1)  
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